

**BOARD OF SELECTMEN MEETING
TUESDAY, FEBRUARY 16, 2016
6:00PM AT TOWN OFFICE BUILDING
240 SPRINGFIELD STREET, WILBRAHAM, MA
MINUTES**

PRESENT: Chairman Robert J. Boilard (presiding); Selectmen Susan C. Bunnell and Robert W. Russell; Town Administrator Nick Breault and Candace Ouillette Gaumond, Administrative Assistant to the TA/BOS.

EXECUTIVE SESSION

To consider the purchase, exchange, lease or value of real property whereas an open session may have a detrimental effect on the negotiating position of the public body; To Discuss Strategy with Respect to Litigation and to Comply with MGL Chapter 214, Section 1B with Respect to an Individual's Right to Privacy, and To conduct strategy with respect to contract negotiations with non-union personnel.

Chairman Boilard declared that discussion of the above noted matters in open session would have a detrimental effect on the Town's position. For this reason, he called for a motion to go into executive session.

MOTION: Made (Bunnell) and seconded (Russell) to go into Executive Session to consider the purchase, exchange, lease or value of real property whereas an open session may have a detrimental effect on the negotiating position of the public body; to discuss strategy with respect to litigation and to comply with MGL Chapter 214, Section 1B with respect to an individual's right to privacy; whereas the Chair declares that discussion in general session will have a detrimental effect on the litigation position of the Town, and to conduct strategy with respect to contract negotiations with non-union personnel; and upon conclusion return to general session. Approved by each Selectman voting affirmatively in a roll call vote; (Boilard, yes; Bunnell, yes, and Russell, yes.) Approved 3-0.

PLEDGE OF ALLEGIANCE

The Board of Selectmen returned from Executive Session at 7:00pm. Chairman Boilard announced, in accordance with Mass. General Law Chapter 30(A), section 20 (e), that the Selectmen's meeting was being recorded by Wilbraham Public Access. He then asked if there was anyone present in the audience, who was also recording the meeting tonight. No one spoke and attested to recording the meeting. Chairman Boilard asked that the minutes reflect as such.

APPOINTMENTS WITH THE BOARD

Chairman Boilard took up the Request for Transfer from Reserve Fund matters first so that the documents could be forwarded to the Finance Committee, who was also meeting tonight and would take up the same matters as well. (For more information about the Request for Transfer from the Reserve Fund and the Board's action on said requests, please see below under the correct agenda topic.)

Candidate Interviews:

- Commission on Disability – Jean B. Courtney

Chairman Boilard informed Ms. Courtney that the meeting was being broadcast live by Wilbraham Public Access (WPA). He then asked her to introduce herself and share why she has an interest in serving on the Commission on Disability. Ms. Courtney informed that she is eighty-four years old and has a disability due to her leg. She provided her professional and personal background. Her professional background included working for the Attorney General's Office's Consumer Protection Division and serving as a mediator for the Ford Motor Company in relation to consumer matters. Selectman Bunnell asked Ms. Courtney if she had attended one of the Commission on Disability's meetings. Ms. Courtney answered that she had not attended a meeting but used to be involved with the Town's Fair Housing Committee.

MOTION: Made (Bunnell) and seconded (Russell) to appoint Jean B. Courtney to the Commission on Disability for a term, ending June 30, 2017. Approved 3-0.

Materials Referenced: Letter of Interest, dated January 22, 2016, from J. Courtney, relative to serving on the Commission on Disability.

- Council on Aging – Charles J. Marsman

Chairman Boilard informed Mr. Marsman the meeting was being broadcasted live by WPA. He then asked Mr. Marsman to introduce himself and explain why he is seeking to be on the Council of Aging. Mr. Marsman disclosed that he and his wife both lost an elderly parent. He shared that experience with the Selectmen. Mr. Marsman explained that he had been active at the Wilbraham Senior Center. He recognized what a wonderful service the Council on Aging provides to the community. Mr. Marsman communicated that he realized how much richer his deceased mother's and mother-in-law's lives would have been if they had been involved in a place like the Wilbraham Senior Center. Mr. Marsman informed that he has business experience and would like to provide his assistance to the Council on Aging. Selectman Bunnell asked if he knows the Director of Elder Affairs, Paula Dubord. He stated yes and informed that he attended one of the Council on Aging's meeting. Mr. Marsman expressed his passion towards the Senior Center and working on the Council on Aging.

MOTION: Made (Bunnell) and seconded (Russell) to appoint Charles J. Marsman to the Council on Aging for a term, ending June 30, 2017. Approved 3-0.

Materials Referenced: Citizens' Reply Form, received January 14, 2016, from C. Marsman, relative to his interest to serve on the Council on Aging.

Interview with the Veterans' Services Director Candidate – Laurie Kozak

Chairman Boilard asked Ms. Kozak to introduce herself. Ms. Kozak, a Ludlow resident, shared that she is retired from the military on disability. She has a lot of experience with Veterans and learned a lot by working and maneuvering through the system to claim benefits due her as a result of her disability. Ms. Kozak also is retired from the U. S. Postal Service. She also provided an overview of her other professional experiences, which include retraining Veterans; digital media and telecommunications, working for Channel 40 and Comcast. Her professional career has allowed her to develop many skills, including communication skills and experience working to resolve conflicts. Ms. Kozak feels that the Director of Veterans Services is a perfect fit for her. She conveyed her passion for military service. She has children, siblings and other family members, who also served or are serving in the military currently.

Selectman Bunnell asked Ms. Kozak what her plan of action is to assume the duties of the Director of Veterans' Services. Ms. Kozak responded. Selectman Russell commented that Ms. Kozak has a great blend of background and experience. He then asked where she was stationed while in the service. Ms. Kozak answered the question. Chairman Boilard stated that the Board expects the Director of Veterans' Services to be an advocate for Veterans and a good steward of the public's funds. He then asked how Ms. Kozak sees herself balancing both objects in this position. Ms. Kozak stated that she would be realistic in her expectation and not give Veterans false hope. She would also be aware of the Department's fiscal constraints.

Chairman Boilard asked if Director Dubord or Barbara Harrington, Social Service Coordinator and Assistant to the Director of Veterans' Services, have anything to add to the interview. Director Dubord vocalized that Ms. Kozak would be a great asset to the Town; and she is looking forward to working with her.

MOTION: Made (Bunnell) and seconded (Russell) to appoint Laurie Kozak to the position of Director of Veterans' Services for a term expiring on June 30, 2017; and pending final contract negotiations to be performed by Town Administrator. Approved 3-0.

Materials Referenced: Memo, dated February 3, 2016, submitted by H. Dane, Human Resource Coordinator, regarding the interview for Director of Veterans' Services: Laurie Kozak; and related employment application.

Discussion and Update from the Bylaw Study Committee – Joint Meeting with Bylaw Study Committee

The following members of the Bylaw Study Committee were present for the meeting: John Broderick, Chairman, Judith Theocles, Beverly Litchfield, Sgt. Edward Lennon, Michael Mannix and David Sanders. Mr.

Broderick met with Town Administrator Breault and Town Moderator George Reich about what to present for Town Meeting. Mr. Broderick informed that there would be at least three to four new bylaws to present at Town Meeting. He stated that the Committee is scheduled to meet on Thursday to further discuss the proposed bylaws for Town Meeting.

Sgt. Lennon informed that the Bylaw Study Committee is seeking to correct the Board of Fire Commissioners' bylaw so to clarify that the Committee is an Advisory Committee to the Fire Department and Board of Selectmen. He then reviewed the proposed bylaws' language. There was a suggestion to alter the Commission's title to Public Safety Advisory Committee. According to Sgt. Lennon, the Fire and Police Chiefs are not recommending the change but are not opposing it either. The Chiefs indicated that the Board of Selectmen should make the determination. Sgt. Lennon shared Gary Petzold, Chairman of the Board of Fire Commissioners, recommendations regarding the proposed bylaw's language.

Ed Rigney, member of the Board of Fire Commissioners, who was in the audience, commented that a Public Safety Advisory Committee could assist the Police Department by serving as an advocate for capital expenditures at the Police Department. He suggested that the Board of Selectmen consider this suggestion. Chairman Boilard indicated that the Capital Planning Committee serves in this capacity for the Police Department. Discussion ensued.

Sgt. Lennon asked the Selectmen to review the two bylaw drafts pertaining to this item and confirm which draft is most acceptable. Additionally, if the Board of Selectmen would like to alter the Commission to be a Public Safety Advisory Committee, Sgt. Lennon suggested that the Board may want to consider revising the makeup of the membership of the Committee to transition from three members to a larger number.

Mr. Petzold, who was in audience, provided an historical overview of the Board of Fire Commissioners and what the Commissioners do. He further commented that the Commissioners will continue to fulfill their charge despite a title change to the Commission.

Selectman Bunnell stated that she is leaning towards altering the Board of Fire Commissioners to a Public Safety Advisory Committee. Mr. Rigney proposed that if the Committee were to be a Public Safety Advisory Committee that it should be a five member Committee as opposed to three members.

Mr. Broderick clarified that the Town's bylaws do not state that the Board of Selectmen are the Fire Commissioners. Ms. Theocles pondered if the Board of Selectmen serves as Police Commissioners as well as the Fire Commissioners.

Mr. Broderick reported that the Bylaw Study Committee revised the Town's bylaw, Section 603, relative to *Consumption of Intoxicating Beverages on Streets*, to make the fines consistent with the Town's marijuana bylaw. The fines have been changed from \$50 to \$100. He also reported that the dog bylaws have been revised to include language that allows Wilbraham's police officers to have the ability to enforce the dog laws, too. Sgt. Lennon explained the reasoning for the proposed change. It was mentioned that the Animal Control Officer, Michael Masley, is in favor of the change.

Mr. Broderick also reviewed a new bylaw, Section 635, relative to littering. The new bylaw would allow police officers to write a traffic ticket for individuals who are caught littering in Wilbraham. Selectman Russell asked if littering occurs quite often. Sgt. Lennon stated that an incident happened last night and explained how this bylaw would have worked in such a scenario. He then clarified the bylaw does not address littering on private property. Mr. Broderick reminded all that the front of private property, adjacent to the Streets, is public property. Sgt. Lennon informed that this bylaw would address littering from a motor vehicle. Currently, the Police Department does not have the option to write non-criminal tickets for this type of activity.

Sgt. Lennon then discussed a newly proposed bylaw relative to public consumption of marijuana. He provided some background about this issue. Individuals, who have medical marijuana cards are able to consume marijuana anywhere. This proposed bylaw would prevent people from smoking marijuana in public places, such as Spec Pond or the recreational fields.

Sgt. Lennon also spoke about the revised bylaw, Section 705, regarding the movement of vehicles. He provided background on how the police officers often issue tickets relative to certain activities on the public ways in Wilbraham. However, this particularly situation that he spoke about, the police officers are writing tickets that are basically highway violations. Recently, there was a court case on a similar situation and the court ruled that this particular violation is only enforceable on highways. The recommendation to Police Departments was to apply the highway violation language to Town public ways by creating a similar ordinance/bylaw. The group continued conversing about this item.

Mr. Broderick reported that the Commission on Disability requested that bylaw, Section 706c3, regarding the handicapped parking fines, be revised so to increase the violation fee from \$100 to \$200. Discussion ensued. Selectman Bunnell asked how many violations occur in a year. Administrative Assistant Gaumond, who also serves as the Parking Clerk, commented that there are approximately four violations a year. She further added that at least two out of the four violations are appealed and abated each year; and explained the circumstances. Mr. Broderick noted that Steve Fratoni, Chairman of the Commission on Disability, provided a great presentation and the Committee all supported this bylaw change.

Mr. Broderick reviewed other housekeeping items that need to be clarified. Ms. Litchfield discussed the change relative to combining the Tree Warden with the Pest Control Officer. Mr. Broderick then asked the Selectmen what their position was about the bylaw regarding the Finance Committee and a quorum. Selectman Bunnell suggested that the bylaw is okay and should be left as is. Chairman Boilard agreed. Selectman Bunnell asked the Bylaw Study Committee members how the Finance Committee feels about this item. Mr. Mannix, who is also a member of the Finance Committee, responded.

Mr. Broderick discussed the newly drafted chicken bylaw. He informed the Selectmen that there have been a number of people involved in reviewing the draft of this bylaw. Ms. Litchfield mentioned that two residents also came in to speak with the Bylaw Study Committee about this proposed bylaw. It was mentioned that the Committee has outreached to the Agricultural Commission. According to Mr. Broderick, Rob Anderson, Chairman of the Agricultural Commission, is drafting a position paper about this issue and bylaw. The Agricultural Commission also offered to conduct a public hearing about this proposed bylaw. However, the Chair did request holding off for a year on moving forward with the proposed chicken bylaw so that certain items can be worked out. Mr. Sanders explained that one of the issues is identifying who would enforce this bylaw. Discussion ensued about the confusion in the Town's regulations about poultry/chickens; the *Right to Farm* bylaw and other relevant matters.

Selectman Bunnell wondered if there should be a registration of all animals in Town. Mr. Broderick wondered if they should allow chickens on smaller parcels that are less than one acre. Discussion ensued if there was enough time to conduct a public hearing and have an article prepared before Town Meeting. There were other suggestions about the chicken bylaw presented as well. Sgt. Lennon stated that Animal Control Officer Masley only oversees matters involving domestic animals.

Mr. Broderick suggested that there should be a database to track complaints. Selectman Bunnell suggested that the Committee hold a well-publicized, Joint Committee meeting with the Agricultural Commission regarding the proposed chicken bylaw. Mr. Broderick indicated that the Bylaw Study Committee was open to that idea.

Mr. Broderick shared the position of the Committee that the proposed bylaw relative to implementing a recall provision requires further study before moving forward with implementing said bylaw. The Committee

members explained. Discussion followed. Mr. Broderick suggested that Town Counsel may want to review what the Board of Selectmen can do if an appointed person should be removed from a Committee or position.

Mr. Broderick asked the Selectmen about the timeframe for submitting the revised and newly drafted bylaws to them. Selectman Bunnell stated that she would like to review the revised bylaws.

The Bylaw Study Committee and the Selectmen discussed the proposed bylaw relative to switching the Town Clerk position from elected to appointed. Both the Chairmen from the Board of Selectmen and Bylaw Study Committee expressed concern about the Town having a newly elected Town Clerk, who is not knowledgeable or skilled in this municipal area. Ms. Litchfield shared her opinion on the matter. Mr. Mannix expressed concern about appointing a person to oversee elections who is also appointed by elected officials. The group conversed about how the process is non-partisan. It was noted that the Town Clerk's Office is governed by state regulation. Selectman Bunnell expressed concern about the financial side of the Town Clerk position. She explained why. Discussion ensued. Selectman Bunnell asked if the Bylaw Study Committee would like guidance as to whether or not the Committee should move forward with this proposed bylaw or hold it for another year. Mr. Broderick stated yes. Chairman Boilard stated that he would like to have further conversation on this matter. He also suggested watching other communities to see what changes other communities make to their Town Clerk position. Mr. Broderick mentioned that the bylaw could have language so that there is an automatic salary to the position.

Mr. Broderick shared that Mr. Fraton, Chairman of the Commission on Disability, asked about the Community Preservation Committee's (CPC) membership makeup. He asked if the Commission on Disability could have one of the three at-large seats on the CPC. Mr. Broderick informed that the Bylaw Study Committee discussed this suggestion. Mr. Broderick suggested that the bylaw include language to make it a requirement that the CPC review items with other Town Committees, Boards and Commissions. He explained his suggestion on this matter. However, he did mention that the Bylaw Study Committee has not discussed this idea as of yet. He also brought up another matter related to the CPC and the Community Preservation Act. Ms. Theocles mentioned that she had a conversation with Mr. Fraton about the Town's liability relative to CPC projects that don't meet the requirements of the American Disability Act (ADA). Selectman Russell verbalized that building codes address ADA requirements.

Mr. Broderick again asked about the time frame the Committee has to present the drafted material to the Selectmen. Administrative Assistant Gaumond informed that Articles to be considered for the Town Warrant must be submitted by March 4. Therefore, the Committee may want to consider submitting the drafts sooner than later to the Selectmen for review.

Materials Referenced: Update, received February 3, 2016, submitted by John Broderick, Chairman of the Bylaw Study Committee, relative to the Committee's work; Email, dated January 20, 2016, from Sgt. E. Lennon, Police Dept. and member of the Bylaw Study Committee, relative to the Bylaw Study Committee, and Draft of proposed Chicken Bylaw.

Chapter 61B: Right of First Refusal - 285 Three Rivers Road

Chairman Boilard explained to the audience what the Right of First Refusal is relative to 285 Three Rivers Road. He also informed that several Committees and Boards reviewed the matter and supported waiving the Right of First Refusal. The Board of Selectmen is in agreement.

MOTION: Made (Bunnell) and seconded (Russell) to waive the Town's first right of refusal option under the provisions of Massachusetts General Laws, Chapter 61B, Section 9, for property owned by Mark Palatino, located at 285 Three Rivers Road, recorded in the Hampden County Registry of Deeds on December 30, 1997, in Book 10116, Page 116; and described in a Notice of Intent, received on December 18, 2015. Approved 3-0.

Materials Referenced: Memo, dated January 12, 2016, from C. O. Gaumond, Administrative Assistant to the TA/BOS, regarding Chapter 61B: 285 Three Rivers Road; Memo, dated January 12, 2016, received from the Conservation Commission, Mem, dated January 20, 2016, received by the

Planning Board, Email, dated January 27, 2016, received by J. Calabrese, Chairman of the Open Space and Recreation Committee, Notice of Intent, received December 18, 2015, from K. Anop, Attorney for Property Owner of 285 Three Rivers Road, related Purchase and Sale Agreement, and Email, dated February 4, 2016, from S. Reilly, Town Counsel, regarding Right of First Refusal for 285 Three Rivers Road.

OPEN SESSION

Town Administrator's Report

Town Administrator Breault updated the Selectmen on the progress of the FY'17 Budget process. The Board of Selectmen has been invited to meet with the Finance Committee on February 24, 2016, to discuss the budget. He further informed that there is an additional funding request list; and discussion about providing additional funds for the School District's line item, similar to the increase provided last year from Memorial School rent receipts. He then asked the Selectmen if they would like to attend the Finance Committee meeting on the 24th. Selectman Russell confirmed that he would attend. Chairman Boilard is unable to make it due to a previously scheduled conflict. Selectman Bunnell was unsure if she was able to make the meeting.

Town Administrator Breault was recently contacted by Senator Lesser, who was soliciting for any of Wilbraham's budget priorities to focus on in the coming legislative session. The Selectmen were unsure and wanted to think about the priorities first before responding to Senator Lesser. Town Administrator Breault stated he would draft communication to the Senator when the Board was ready to respond.

He also informed about grant funding opportunities offered by Massachusetts Department of Conservation and Recreation (DCR). He forwarded the information to the Recreation Department and Conservation Commission.

He shared information about two upcoming events offered by the Pioneer Valley Planning Commission (PVPC). One of the events is a roundtable on municipal finance to be held March 10, from 11:30am to 2:00pm. He asked if the Selectmen were interested in attending. Town Administrator Breault also received information about an *Active Shooter Symposium* to be held in Deerfield. Police Chief Tucker indicated to Town Administrator Breault that there is value in attending the *Symposium*. The event is an all-day commitment. Lastly, he shared that the Massachusetts Municipal Association's (MMA) Legislative Breakfast is coming up. Selectman Russell expressed interest in attending the *Active Shooter Symposium*. Selectman Bunnell verbalized that she will attend the Municipal Finance Roundtable at the PVPC.

Board of Selectmen Updates

Selectman Bunnell mentioned that she was contacted by the MMA about joining the MMA's Energy and Environment Committee. She indicated that, barring no objections, she would consider joining the Committee. She further explained that the Committee works at the state level and guides the MMA relative to its legislative agenda and policy in this area.

Citizens Open Forum

Chairman Boilard opened up the segment of the meeting for Citizens' Open Forum. Mr. Sanders, resident and member of the Bylaw Study Committee and Planning Board, expressed concern about the abandoned properties project. He shared that he had asked Inspector Trevallion if there was a list of abandoned properties in Town. Currently, there is no list. Mr. Sanders suggested that the Town have a list, which could be used as leverage with property owners. Chairman Boilard informed that the Board thought the Attorney General's Office would develop the abandoned properties list; however, the program does not work that way. He further explained that the Board of Selectmen is going to determine tonight whether or not to establish a Committee that will work towards crafting a list and assisting this program. Mr. Sanders asked what the criteria would be for a property to be deemed abandoned. Chairman Boilard stated that the criteria are developed with the Attorney General's Office. Discussion commenced about what type of property would be classified as abandoned property.

OLD BUSINESS

Amend License Agreement between Town of Wilbraham and Ferrindino Farms

Chairman Boilard asked if there were any questions. Hearing none, a motion was made.

MOTION: Made (Bunnell) and seconded (Russell) to amend a motion made on January 25, 2016, and related to the Licensing Agreement between the Town of Wilbraham and Gerald V. Ferrindino dba Ferrindino Farms, for three year contract, *commencing on January 1, 2017*, which allows Gerald V. Ferrindino dba Ferrindino Farms to enter onto Town property located at 1004V Main Street, Wilbraham, Ma. for the purpose of tapping Maple Trees contained thereon for maple sap, and the right to transport such sap to a processing location as specified in said Agreement; and to grant license specified in the said Agreement; and authorize the Chairman to sign said Agreement on behalf of the Board of Selectmen. Approved 3-0.

Materials Referenced: License Agreement between Town of Wilbraham and Gerald V. Ferrindino dba Ferrindino Farms; and 1004V Main Street Property Card and Map.

Annual Town Meeting – Deadline for Non-Monetary Warrant Article

Town Administrator Breault proposed that the non-monetary and monetary Articles for the Town Warrant be submitted by a deadline of March 4, 2016. If that is agreeable with the Board, the Selectmen's Office will issue a press release. The Board of Selectmen was agreeable.

NEW BUSINESS

Request for Transfer from Reserve Fund

- Selectmen's Office

Chairman Boilard asked if there were any questions. No questions were offered.

MOTION: Made (Bunnell) and seconded (Russell) to recommend the request for transfer of \$1,400.00 from the Reserve Fund to the Selectmen's Office's Account #01-122-5218, in Fiscal Year 2016, for the purpose of unforeseen expenses associated with membership dues and conference attendance. Approved 3-0.

Materials Referenced: Request for Transfer from Reserve Fund, dated February 12, 2016, submitted by N. Breault, Town Administrator.

- Police Department

Chairman Boilard asked if there were any questions. Hearing none, a motion was made.

MOTION: Made (Bunnell) and seconded (Russell) to recommend the request for transfer of \$30,000.00 from the Reserve Fund to the Police Department's Account #01-210-5103, in Fiscal Year 2016, for the purpose of unforeseen expenses associated with overtime costs due to illnesses and injuries within the Police Department and the need to maintain minimum shift coverage and fulfill contractual obligations. Approved 3-0.

Materials Referenced: Request for Transfer from Reserve Fund, dated February 12, 2016, submitted by R. Tucker, Police Chief.

Request For Proposal for the Lease

- Senior Center Space
- Recreation Department Space

Chairman Boilard informed that after reviewing the Request for Proposals' (RFP) proposals, it was determined that some of the proposals were incomplete. Town Administrator Breault reported that the Chief Procurement Officer is recommending that all the proposed bids be rejected and the RFP's scheduled to be re-bid. Chairman Boilard asked if there were any questions. None were offered. Selectman Russell asked if the Director of Elder Affairs wanted to speak about the bids. Director Dubord did not have anything further to add. David Vivian, Consultant for the Church of Epiphany, inquired why the Church of Epiphany's bid proposal was rejected because there was nothing omitted from the proposal. Administrative Assistant Gaumond, who also serves as

the Chief Procurement Officer, responded to Mr. Vivian; and offered to meet with him to review the Church's proposal.

MOTION: Made (Bunnell) and seconded (Russell) to reject all proposals received in response to the Town's Request For Proposals for the Lease of the Senior Center Space and the Request For Proposals for the Lease of the Recreation Department Space as recommended by the Chief Procurement Officer; and authorize the Chief Procurement Officer and Town Administrator to re-issue all Request For Proposals related to the leasing or purchasing of Senior Center Space and Recreation Department Space prior to the end of February 2016. Approved 3-0.

Materials Referenced: 3 RFP Proposals, dated January 28, 2016, submitted by Church of Epiphany and YMCA of Greater Springfield; Completed evaluation forms of RFP proposals from assigned Evaluation Team, and a letter, received January 28, 2016, from T. Henshon, resident, regarding the Senior Center Space.

Determination of Disclosure of Election or Appointment to an Uncompensated Position As Required by 930 CMR 6.02(3)

Chairman Boilard asked if there were any questions. Hearing none, a motion was made.

MOTION: Made (Bunnell) and seconded (Russell) to make a determination that the appointment of Ronald P. Dobosz, Jr., a Town Employee in the Parks and Recreation Department, to an uncompensated position on the Open Space and Recreation Committee is not a violation of MGL Chapter 268A, based upon 930 CMR 6.02; however, should a question of conflict arise with respect to the Committee and its relationship with Mr. Dobosz's employment position with the Town, Mr. Dobosz should seek advice of Town Counsel or the State Ethics Commission prior to any involvement in such matters. Approved 3-0.

Materials Referenced: Determination of Disclosure of Election or Appointment to an Uncompensated Position as Required by 930 CMR 6.02(3), dated January 11, 2016, submitted by R. Dobosz, Jr., Parks and Recreation Foreman, Parks and Recreation Department; and Letter, dated January 27, 2016, from S. Reilly, Jr., Town Counsel, relative to the Mr. Dobosz's disclosure of election or appointment to uncompensated position.

Chapter 41 Section 111F: Injury On Duty

Chairman Boilard asked if there were any questions. None were offered.

MOTION: Made (Bunnell) and seconded (Russell) to indemnify, according to MGL Chapter 41 Section 111F: Private Adam Hart for 112 hours lost from January 14 to February 15, 2016, due to his injury-on-duty of August 5, 2015; Private Mathew Walch for 164 hours lost from January 19 to February 14, 2016, due to his injury-on-duty of August 5, 2015; Officer Shawn Baldwin for 80 hours lost from January 26 to February 8, 2016, due to his injury-on-duty of July 11, 2014; Officer John Siniscalchi for 104 hours lost from January 27 to February 14, 2016, due to his injury-on duty of May 14, 2014. Approved 3-0.

Materials Referenced: Memo, dated February 16, 2016, H. Dane, Human Resource Coordinator, regarding IOD updates and indemnifications.

Abandoned Housing Initiative Program – Develop a Committee

Town Administrator Breault notified the Board of Selectmen that there are a couple of issues with the Abandoned Housing Initiative Program. He explained that there is a question as to how to identify properties in Town that should be addressed. He clarified that the Attorney General's Office does not identify the properties for the Town. The way the program works is that the community identifies the abandoned properties and the Office of the Attorney General will assist the Town to address these abandoned properties. As a result, the Board of Selectmen will have to determine how to identify abandoned properties. Town Administrator Breault suggested that the Board develop a committee or identify people in Town Departments to work together to identify abandoned properties and develop a list of said properties. Town Administrator Breault clarified that there currently is no list. He then asked the Board who they would want to have on such a Committee. Selectman Russell suggested the following people serve on this Committee: Lance Trevallion, Building Inspector; Lorri McCool, Health Inspector, a Selectman, and Town Administrator. He then offered to be the

Selectman representative that serves on the Committee. Town Administrator Breault suggested the Selectman representative also serve as the Board's liaison, who will keep the Board of Selectmen up to date on the Committee's activity. Discussion ensued. It was determined that the Board of Selectmen would take formal action relative to establishing a working committee for this task at their next Selectmen's meeting on February 22, 2016.

Acceptance of the MEMA's Emergency Management Performance Grant

Chairman Boilard asked if there were any questions. The Selectmen had no questions.

MOTION: Made (Bunnell) and seconded (Russell) to accept and approve the Emergency Management Performance Grant in the amount of \$3,220.00, and related contract between the Massachusetts Emergency Management Agency and the Town of Wilbraham; and authorize the Chairman to sign related contractual documents on behalf of the Board; and also authorize the Fire Chief to sign and/or process other documents related to said grant. Approved 3-0.

Materials Referenced: Contractor Authorized Signatory List form and MEMA Project Special Terms, Conditions and Reporting Requirement for EMPG, CCP and HMEP Sub-Recipients, dated September 2015.

Acceptance of Retirement of Officer Peter Laviolette

Chairman Boilard asked if there were any questions. Hearing none, a motion was made.

MOTION: Made (Bunnell) and seconded (Russell) to accept the retirement of Police Officer Peter Laviolette, effective October 16, 2016. Approved 3-0.

Materials Referenced: Letter, dated January 9, 2016, from Police Officer P. Laviolette, relative to retirement.

LICENSING AND OTHER APPROVALS

Request for Use of Public Property (Crane Park) – Wolf Den 1 Cub Scout Troop 359

Chairman Boilard asked if there were any questions or comments. None were offered.

MOTION: Made (Bunnell) and seconded (Russell) to grant permission to Wolf Den 1 Cub Scout Troop 359 Wilbraham for the use of public property known as Crane Park so to hang bird feeders at said location to enhance the beautification of the area for the community, from February 16, 2016 until February 28, 2016; and notify public safety officials of said, authorized activity. Approved 3-0.

Materials Referenced: Application to Request for Use of Public Property, dated January 25, 2016, from Wolf Den 1 Cub Scout Troop 359.

Request to Place Banners or Signs (Crane Park) – Friends of the Library

A motion was made.

MOTION: Made (Bunnell) and seconded (Russell) to grant permission to the Friends of the Wilbraham Public Library for a temporary sign on Town Property, specifically Crane Park, between May 3, 2016 and May 8, 2016, promoting the group's annual book sale for the Public Library; and with the sign to be removed no later than at the end of the book sale on May 8, 2016. Approved 3-0.

Materials Referenced: Application to Request to Place Banner or Signs, n. d., submitted by Friends of the Library.

MINUTES OF MEETINGS

- September 23, 2015 executive
- October 13, 2015 executive
- November 5, 2015 executive
- November 16, 2015
- December 7, 2015 executive

- January 7, 2016
- ~~January 25, 2016~~
- January 25, 2016 executive

A motion was made.

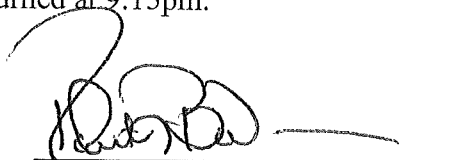
MOTION: Made (Bunnell) and seconded (Russell) to approve the minutes of November 16, 2015 and January 7, 2016, and the executive session minutes of September 23, 2015 and January 25, 2016.
Approved 3-0.

Materials Referenced: Draft minutes of November 16, 2015 and January 7, 2016; and the draft executive session minutes of September 23, 2015 and January 25, 2016, as submitted by C. O. Gaumont, Administrative Assistant to the TA/BOS.

Having no further business, the Board of Selectmen adjourned at 9:15pm.



Candace Ouillette Gaumont
Administrative Assistant to the TA/BOS



Robert J. Boilard, Chairman



Susan C. Bunnell, Vice Chairman



Robert W. Russell, Clerk